

**BY ORDER OF THE COMMANDER  
AIR FORCE ROTC (AETC)**

**AFROTC INSTRUCTION 36-2010**

**4 MAY 2004**

**Personnel**



**AFROTC FIELD TRAINING PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Maj Michael B. Riley)  
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(Col David L. Fleming)  
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This instruction prescribes directive procedures and responsibilities for Air Force Reserve Officer Training Corps (AFROTC) Field Training (FT) preparation and operations. It implements guidance in accordance with (IAW) Air Force Instruction (AFI) 36-2011, *Air Force Reserve Officer Training Corps*; Title 10, U.S.C., Sections 2101-2111; the Joint Federal Travel Regulation (JFTR), and various Air Force Officer Accession and Training Schools Instructions (AFOATSI). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and are disposed of in accordance with the Air Force Records Disposition Schedule (RDS). It applies to all AFROTC personnel and FT host installation personnel assigned to AFROTC FT.

**SUMMARY OF REVISIONS**

This revision incorporates the following changes from AFOATSI 36-2010, dated 12 Jun 03: document is officially changed from AFOATS Instruction to AFROTC Instruction; document is reformatted for compliance with AFI 33-360 Volume 1; replaces AFOATS Forms with AFROTC Information Management Tools (IMT), as applicable; AFOATS Training Guide (ATG) with AFOATS Training Manual (ATM); adds FT Vision (1.1.); adds FT Mission (1.2.); requires cadets to meet body fat standards to pass the QFR (2.2.); eliminates requirement for detachments to provide WBFMP documentation history on cadets (2.4.1.12.); clarifies FT completion requirements (3.3.1.); institutes physical fitness diagnostic (PFD) at FT (3.3.2.); adds requirement to complete required Department of Labor (DOL) forms for cadets treated at off-base medical facilities (3.9.3.2.); eliminates reference to FT certificates (4.10.); prescribes use of AFROTC IMTs at FT. A star (★) indicates changed information from the previous version .

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## Chapter 1

### GENERAL ADMINISTRATIVE INFORMATION

★**1.1. Field Training Vision.** Providing leadership, followership, and teambuilding opportunities for AFROTC cadets.

★**1.2. Field Training Mission.** To evaluate military discipline and leadership potential; and to determine readiness for entry into the Professional Officer Course (POC) as a cadet officer.

**1.3. Field Training Objectives.** The primary objective of Field Training (FT) is to stratify candidate performance. Secondary objectives include orientation to active duty standards, motivation towards an Air Force career, and an emphasis on a physically fit lifestyle.

#### **1.4. Field Training Unit (FTU) Information.**

1.4.1. Standard Field Training. A 30-day training course conducted on an Air Force base for AFROTC cadets in the 4-year program. This includes cadets who will have completed the entire General Military Course (GMC) by standard enrollment, dual enrollment, or accreditation by the detachment commander per Air Force Reserve Officer Training Corps Instruction (AFROTCI) 36-2011, *Administration of Senior Air Force ROTC Cadets*, or any combination thereof. Cadets will arrive on training day zero (TD-0) and depart on TD-29.

1.4.2. Extended Field Training. A 44-day training course conducted on an Air Force base for AFROTC cadets not in the 4-year program. Similar to the standard FTU but with Aerospace Studies (AS) 100 and AS 200 academics incorporated. Cadets will arrive on TD-0 and depart on TD-43.

1.4.3. FTU information (location, size, number, start/stop dates) will be provided via Region Headquarters (HQ).

#### **1.5. Cadet Eligibility.**

1.5.1. Eligibility for FT assignment includes:

1.5.1.1. Cadets must have an appropriate qualified and certified physical IAW AFROTCI 36-2011.

1.5.1.1.1. Cadets who arrive at FT without an appropriate physical examination will be sent home, and both the detachment and region will be notified.

1.5.1.1.2. Cadets who use an inhaler must have a doctor's prescription as well as a waiver permitting its use from the Department of Defense Medical Examination Review Board (DODMERB) or AETC/SG before attending FT. Cadets not in compliance will be sent home, and both the detachment and region will be notified.

1.5.1.2. Cadets will normally have an enrollment allocation (refer to AFROTCI 36-2013, *AFROTC POC, Pilot and Navigator Allocations Management*).

1.5.1.3. Cadet must be accepted for fall enrollment at a 4-year institution in good standing. Detachments will confirm acceptance by the school for cadets not enrolled or not in good academic standing as soon as grades become available for acceptance/retention determination.

1.5.1.4. Cadets must pass the Qualifying Fitness Review (QFR) (See paragraph 2.2.).

1.5.2. If a non-US citizen, cadet must have potential for citizenship and commissioning. Reference AFROTCI 36-2011.

1.5.3. Non-immigrant foreign students referenced in AFROTCI 36-2011 may attend FT on a space available basis. Follow the application instructions in AFROTCI 36-2011 to request FT assignment for these students. Students in this category must pass the QFR (see paragraph 2.2.) and have a physician's statement indicating the individual has no medical conditions preventing full participation in 4 or 6 weeks of a physically demanding military training program.

1.5.4. Commanders from AFROTC Detachments 755 and 756 are in a good position to determine cadets requiring English Language Training (ELT) prior to FT. Commanders may nominate a cadet to participate in ELT if the cadet demonstrates an English deficiency that is likely to create communication problems for the cadet during FT. HQ AFROTC/DO must approve all nominations.

1.5.4.1. Eligibility for ELT prior to FT includes the following criteria:

1.5.4.1.1. Cadet must be enrolled at Detachment 755 or 756.

1.5.4.1.2. Cadet must have an allocation from HQ AFROTC/RRFP as of 01 Apr to attend FT during the forthcoming summer.

1.5.4.2. In addition to the standard application process, detachments 755 and 756 must submit a list of all cadets nominated to participate in ELT to HQ AFROTC/DOT no later than (NLT) 1 Apr. At a minimum, the list will contain the cadet's name, Employee Identification (EMPLID), current AS class enrollment, ECL and OPI scores, and Air Force Officer Qualifying Test (AFOQT) scores.

## 1.6. Deferrals.

1.6.1. Cadets must satisfactorily complete FT before accessing to cadet officer status in the POC. This requirement must be conveyed to cadets before they fill out an AFROTC IMT 48, **Planned Academic Program**, to ensure availability during the appropriate summer term.

1.6.1.1. Detachments must submit FT deferral requests to HQ AFROTC/RRFP via an AFROTC IMT 22, **Cadet Personnel Action Request**, (see AFROTCI 36-2011 for further guidance). Additionally, detachments must notify HQ AFROTC/DOT immediately when a FT deferral request is submitted on any cadet pending FT attendance.

1.6.1.2. Medical deferral requests must include all pertinent material. If a cadet is released from FT for medical reasons and must be deferred until the following summer, include the FT medical release package with the deferral request.

1.6.2. Cadets released from FT without prejudice are not automatically deferred. Detachments may request another FT assignment in the same year through HQ AFROTC/DOT provided space is available. If there are no open billets, or if the cadet is unable to return to another FTU during the same summer, detachments **must** submit an AFROTC IMT 22 to AFROTC/RRFP in order to request deferral and FT assignment in the following year.

1.6.3. Cadets removed from FT with prejudice (i.e., self-initiated elimination, inability to pass the PFT, honor code violations, failure to adapt to the military environment, etc.) may be considered for deferral on a case-by-case basis. Such requests are routed through the respective Region Commander (CC) via the AFROTC IMT 22. These requests **must be endorsed** in turn by the Detachment CC, Region CC, and respective FTU/CC prior to being submitted to HQ AFROTC/DO for concurrence. If DO concurs, it will be forward to HQ AFROTC/RRFP for AFROTC/RR approval. Each commander's endorsement will recommend either "*concur*" or "*non-concur*" with an explanation attached.

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## Chapter 2

### FIELD TRAINING PRE-ARRIVAL REQUIREMENTS AND ACTIONS (DETACHMENT)

#### 2.1 Processing Assignments and Orders. Reference Web Intensive New Gains System (WINGS) checklist (Field Training) for Cadet Availability, Assignments and Orders.

2.1.1. Cadet orders. Detachments will produce cadet orders using the WINGS checklist (FT). Place five copies of the orders inside the FT package, give one copy to the cadet, and maintain one copy at the detachment in the cadet's field personnel record group (FPRG). If necessary, orders for cadets who receive a late-notice assignment will be completed by HQ AFROTC/DOT and faxed to the detachment. Detachments will ensure the Non-Commissioned Officer in Charge, Commander's Support Staff (FTU/SDCS) at the appropriate FTU receives a copy. If a cadet is unable to get copies of his or her orders prior to departing for FT, the cadet may be allowed to pick up tickets at the airport and proceed to FT without orders (HQ AFROTC/DOT must approve and coordinate these requests).

2.1.2. Cadets who have a POC enrollment allocation (EA) but no FT assignment will be placed on an FTU waiting list. These cadets must be on stand-by and ready to depart to their FTU up to TD-1 of the FTU they are assigned to as alternates. If not sent to **that** FTU, the cadet may request to be placed on other FTU alternate lists or request a deferral. Cadets placed on an FT assignment waiting list must be prepared to attend FT within 24 hours notice or risk not receiving an assignment.

2.1.3. Notify **both** HQ AFROTC/DOT **and then** HQ AFROTC/RRFP immediately if a cadet is disqualified for FT attendance for any reason.

★**2.2. Qualifying Fitness Review.** FT is an intensely emotional and physically demanding experience for most cadets. Due to increased stress, possible reduction in sleep, and acclimation to varying weather conditions, all cadets must arrive in sound physical condition. To ensure all cadets (including Cadet Training Assistants (CTA)) who depart for FT are physically prepared and are thus given every opportunity to excel during FT, a QFR will be administered.

2.2.1. The QFR will consist of a Physical Fitness Test (PFT), height and weight check, and body fat measurement (if required). Refer to AFI 10-248, *Fitness Program*, for procedures. The QFR will be administered no earlier than (NET) 30 calendar days prior to the end of the spring term preceding FT attendance and NLT immediately prior to departure for FT.

2.2.1.1. Allow each cadet one official attempt to pass the QFR (retests for failures must be authorized by HQ AFROTC/DO). Cadets must be counseled prior to administration and must sign a statement of understanding stating they have only one opportunity to pass the QFR. For non-contract cadets, include in the statement “failure will result in forfeiture of my POC/enrollment allocation”. For contract cadets, the statement of understanding includes “failure will result in forfeiture of my POC EA and possible investigation for disenrollment.” Refer to AFROTCI 36-2011 for appropriate administrative actions for cadets who fail the PFT portion of the QFR.

2.2.1.2. Cadets who exceed their maximum allowable body fat percentage during the QFR will not be allowed to attend FT. See AFROTCI 36-2011 for administrative actions for cadets who fail to meet weight and fitness standards.

2.2.2. HQ AFROTC/DO will review all QFR retest requests (for any reason) on a case-by-case basis.

## **2.3. Cadet Preparation.**

2.3.1. Detachment CC will ensure cadets have completed all paperwork and training and have all required uniform items before they depart for FT. Boots and leather shoes should be issued early enough to provide an adequate break-in period. Additional requirements are listed in AFROTC Manual (AFROTCMAN) 36-203, *Field Training Manual* (FTM).

2.3.2. Prepare cadets and CTAs according to AFROTCI 36-2017, *AFROTC College Program*, and T-700, *The AFOATS Training Manual* (ATM).

2.3.3. Ensure all items in AFROTC IMT 83, **In/Out Processing Checklist**, Section I, are accomplished for each cadet. NET 30 calendar days prior to the conclusion of spring term final exams, an officer cadre member with prior FT experience will conduct the Cadet Field Training Assignment Briefing, using the AFROTC IMT 1, **Cadet Field Training Assignment Briefing**. In the event there is no FT-experienced officer at the detachment, the Commandant of Cadets (COC) will conduct the briefing. This briefing may be accomplished individually for each cadet or as a group.

2.3.4. Tattoos/Brands and Body Piercing. Brief cadets on the following: The rules regarding dress and appearance for Air Force personnel, as outlined in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, apply to AFROTC cadets, including the rules on tattoos, brands, and body piercing.

2.3.4.1. Cadets with unauthorized or inappropriate tattoos will be required to [begin the process to] remove them at their own expense prior to attending FT. Using uniform items to cover unauthorized tattoos is not an option. Cadets will not be allowed to display excessive tattoos (IAW AFI 36-2903, Table 2.5, Notes 1-4). This instruction also applies to the physical training (PT) uniform.

2.3.4.2. For safety reasons, AFROTC requires cadets attending FT to have any visible or non-visible body rings (navel rings, nipple rings, earrings, etc.) or bracelets, removed prior to departing for FT (IAW AFI 36-2903, Table 2.5, Items 6 and 7). Such removal shall be the responsibility and at the expense of the cadet.

2.3.4.2.1. Any cadet found in violation of this policy at any time during FT, including arrival and departure days, will receive no greater than a marginal rating in the Performance Factor Rating (PFR) *Image/Bearing*.

2.3.5. High Value Personal Items. Cadets should not bring high value items (e.g., expensive jewelry, watches, cameras, etc.) to FT. A single, lockable drawer will be provided for every cadet to secure personal valuables. The Air Force will not be held liable for lost or stolen items.

## 2.4. Cadet Field Training Package.

2.4.1. Complete or update the following documents prior to each cadet departing for FT. Place *copies* of these items, ***in the order listed below***, in a 9 ½ by 12-inch sealed envelope, which the cadet will then hand carry to FT. Maintain all original documents at the detachment in the cadet's FPRG. NOTE: This FT package does not apply to CTAs.

2.4.1.1. AFROTC IMT 83 with Section I completed.

2.4.1.2. Completed AFROTC IMT 1, **Cadet Field Training Assignment Briefing** (Attachment 2).

2.4.1.3. Five copies of the cadet's FT orders.

2.4.1.4. Cadet's PFT and weight/body fat history documentation.

2.4.1.5. AFROTC IMT 2, **Field Training Uniform and Equipment Checklist** (Attachment 3).

2.4.1.6. A certified/qualified physical.

2.4.1.7. One mailing label with the detachment address for use by the FT staff when returning all required documentation.



2.4.1.8. Cadets will provide, at their own expense, two passport size photographs of themselves from the chest up. Uniforms are not required for these photos. Polaroid or digital photos, including black and white, are acceptable, provided they are clear and contain only the cadet.

2.4.1.9. Two standard (letter size) file folders with **2 inch by 4 inch** white labels typed **double-spaced** with the following information:

2.4.1.9.1. Label #1 should read as follows:

Line 1: LAST NAME, FIRST NAME, MI (all caps) and social security number

Line 2: EMPLID

Line 3: Detachment number and Detachment CC's rank and last name

Line 4: Detachment phone number and Detachment CC's home phone number

NOTE: If the Detachment CC will not be available during FT due to Permanent Change of Station (PCS), Temporary Duty (TDY), or other factors, include the name and home phone number of the senior officer who will be available during FT.

2.4.1.9.2. Label #2 shows emergency contact information and should read as follows:

Line 1: Parent/guardian/spouse name

Line 2: Guardian's street address

Line 3: Guardian's phone number

Line 4: HT \_\_\_\_ WT \_\_\_\_ MAW \_\_\_\_ (For FT staff use)

NOTE: Line 4 will be used by FT Staff to document the cadet's height, weight, and maximum allowable weight for a body mass index of 27.5 (kg/m<sup>2</sup>) upon arrival at FT.

2.4.1.9.3. Affix Label #1 to the upper left corner and Label #2 to the upper right corner of each folder; staple one cadet photo to the top center of each folder.

2.4.1.10. Basic Attributes Test (BAT) worksheet for any cadet who is potentially qualified for categorization, desires to attend pilot training, and is unable to take the BAT at a location other than FT. There are no minimum requirements; however, detachments should screen cadets for obvious disqualifying factors such as not meeting minimum vision standards. Include a transcript and, if the cadet has flight hours, include a copy of their logbook. **Detachments will** take all reasonable measures to offer the BAT at locations other than FT. However, it is the detachment's responsibility to ensure the cadet has an opportunity to take the BAT prior to 1 January of the year the cadet will compete for rated categorization.

2.4.1.11. Recommend placing return airline/bus/rail tickets in cadet folder (if possible) to prevent loss or misplacement.

★2.4.1.12. If applicable, a letter from the Detachment CC to the FTU/CC stating cadet will commission immediately following FT. The letter must indicate the date the completed commissioning package was forwarded for HQ AFROTC/DO approval. Any

commissions will take place on TD-29 at a 4-week FTU or TD-43 at a 6-week FTU after all other cadets have departed the FTU and all dormitories have been cleared.

2.4.1.12.1. Per AFROTCI 36-2018, *AFROTC Special Actions Program*, commissioning packages are due to HQ AFROTC/DO through the respective Region CC NLT 1 March. Incomplete packages or packages submitted after 1 March will be returned to the detachment in order for detachment personnel to prepare for the commission when the cadet returns from FT.

2.4.2. Complete or update the following documents **prior** to each cadet departing for FT and maintain at the detachment in the cadet's FPRG. **Do not** send original documents **or** copies to FT. Ensure information is entered in the Cadet Pay system and record built in Defense Finance and Accounting Service (DFAS).

2.4.2.1. DD Form 93, **Record of Emergency Data**.

2.4.2.2. VA Form SGLV-8286, **Service member's Group Life Insurance (SGLI) Election and Certificate**. All CTAs, standard FTU cadets, and extended FTU cadets are eligible for SGLI. Exception: Non-US citizens are not eligible for SGLI.

2.4.2.3. TD Form W-4, **Employees Withholding Allowance Certificate**.

2.4.2.4. SF 1199A, **Direct Deposit Sign-up Form**.

2.4.2.5. DD Form 2058, **State of Legal Residence Certificate**.

2.4.2.6. Ensure actions taken in paragraphs 2.4.2.2. through 2.4.2.5. are entered in WINGS.

2.4.2.7. DD Form 2266, **Information for Hometown News Release**. Cadet participation in this program is voluntary. Detachments will prepare the release, to include Block 9, prior to the cadet's departure using samples in AFOATSI 35-101, *AFOATS Public Affairs Program*, and place in cadet's FPRG. Do not include in FT package. After successful FT completion, detachment personnel will ensure all DD Forms 2266 are finalized and processed per AFOATSI 35-101.

2.4.3. One Year College Program (OYCP) cadets – Detachments should make every effort to send OYCP cadets to FT prior to the one year of academic classes. In the event a cadet completes required academic terms prior to FT the following, in order, applies.

2.4.3.1. Detachments will establish the Expected Last Day of Career Pay (ELD) as the last day of term classes or term exams, whichever is later (see AFOATSI 65-101, *AFROTC Cadet Payment Programs* under Last Day of Institutional Classes).

2.4.3.2. After the ELD but prior to cadet attending FT, detachments will reestablish the ELD utilizing WINGS (Cadet Pay Transactions) as the last day of the cadet's FTU (TD-29 for standard FTU or TD-43 for an extended FTU as appropriate).

2.4.3.3. Detachments must verify satisfactory completion of FT from the **Field Training Performance Report (FTPR)** and ensure all pay actions are complete prior to commissioning the cadet.

## 2.5. Cadet Transportation.

2.5.1. Cadets are entitled to a Government Transportation Request (GTR). Air transportation is the normal mode of travel if the air distance from the terminal closest to the cadet's point of departure to the terminal servicing the FTU is 150 miles or more as determined by the servicing ticket agency or Traffic Management Office (TMO).

2.5.2. Schedule cadets to arrive on the earliest available flight on the FTU arrival day (TD-0) and to depart on the earliest possible flight on the final training day (TD-29/43) of the FTU. Contact HQ AFROTC/DOT if unable to schedule arrival prior to 1800. *NOTE: This is a high priority issue – detachment commanders must ensure compliance.*

2.5.3. Detachments will provide the GTR for ground transportation when cadets are not authorized air travel. Ground transportation is authorized in lieu of air travel upon request. Remind the cadet reimbursement will not exceed the cost of air travel via GTR. Any cadet choosing to travel by Privately Owned Vehicle (POV) and arriving late to FT, will result in a score no greater than marginal in the *Judgment and Decision Making* PFR.

2.5.4. Detachments will procure **all** authorized airline tickets for cadets, unless otherwise directed. Overseas airline transportation will only be provided for cadets who reside in Hawaii, Alaska or US territories (Puerto Rico, Guam, US Virgin Islands, or American Samoa). Otherwise, cadets traveling from overseas locations will only be provided airline transportation from their Continental United States (CONUS) port-of-entry to FT and return to the same port-of-entry (reference JFTR, Vol. I).

2.5.4.1. Cadets with sponsors on PCS orders at overseas locations, who plan to travel prior to or following FT under the provisions of AFI 36-2020, *Family Member Travel*, must either (a) complete FT prior to traveling overseas, or (b) complete their overseas travel prior to attending FT.

2.5.5. Tickets must be procured from an authorized government ticketing agent. Review all tickets for accuracy and compliance with the JFTR, this instruction, and all applicable HQ AFROTC guidance.

2.5.5.1. Input all travel information in WINGS (reference the FT checklist).

2.5.5.2. Maintain a log reflecting the dates tickets are received, distributed to cadets, refunded or returned to HQ AFROTC/DOT, and the cost of the ticket. Have cadets sign the log for receipt and acknowledgment of ticket liability and retain log on file at the detachment for 1 year from travel completion date.

2.5.6. Processing unused tickets. Return all unused tickets and portions to the originating ticketing agent for refund with one copy of cadet orders and one copy of the passenger name request itinerary. Obtain a completed DD Form 730, **Transportation Requests and/or**

**Tickets, Receipt for Unused – Including Unused Meal Tickets,** or other receipt, for all turn-ins or exchanges and file it with the ticketing log. Fax or mail a copy of the receipt to HQ AFROTC/DOT.

**2.6. Ticket Changes and Liability.** Brief cadets on the following:

2.6.1. Cadets are not allowed to change their mode of transportation after orders have been published. Cadets will coordinate rerouting or rescheduling with the detachment commander and assume liability for additional costs incurred, to include terminal mileage payments. Cadets desiring to alter their flight schedule ***must*** notify the detachment immediately. Cadet initiated changes will be accomplished through the airlines prior to departure for FT. Except in extreme cases, changes requested after arrival at the FTU will not be honored.

2.6.1.1. Replacement tickets cannot and will not be issued without turn-in/refund of the originally issued ticket.

2.6.2. Cadets are liable for their tickets. Cadets unable to account for their tickets will notify their detachment or, if already at the FTU, the FTU/SDCS, who will then notify the airline to ensure a lost ticket claim is filed.

2.6.2.1. Do not issue replacement tickets or reimbursement for mileage to cadets with unaccountable tickets. These cadets will complete travel to and from FT at their own expense. If the government receives a refund for the ticket, HQ AFROTC/DOT will forward an SF 1164, **Claim for Reimbursement for Expenditures on Official Business**, to the detachment for the cadet to sign and return to HQ AFROTC/DOT. Refunds to the government normally take 180 to 240 days.

2.6.2.2. Cadets who lose their tickets and are unable to fund travel to or from FT must notify HQ AFROTC/DOT to cancel the assignment.

2.6.3. Cadets may retain any refunds, bonus coupons, or free miles received from airlines. Cadets will not volunteer to be bumped from their scheduled flight to FT under any circumstances.

**2.7. Items A Cadet Must Take to Field Training.**

2.7.1. Cadet FT Package as listed in paragraph 2.4.

2.7.2. AFROTCMAN 36-203.

2.7.3. All required uniform and additional items according to the FTM and paragraph 2.8. of this instruction.

2.7.4. Medications (prescription and non-prescription).

2.7.4.1. Cadets will be allowed to retain prescription medications when they arrive at FT, provided the medications are accompanied by a doctor's note (birth control pills do not

require a note). The note should detail recommendations for use plus any potential limitations that could impact full involvement in FT activities.

2.7.4.2. Cadets requiring regularly scheduled maintenance shots, such as Depo-Provera, must bring a doctor's note or prescription. If necessary, arrangements will be made to obtain these shots at the cadet's expense.

2.7.4.3. Cadets are allowed to retain certain non-prescription medications if they do not cause drowsiness, or enhance or degrade performance. The following non-prescription medications are allowed: aspirin, acetaminophen (like Tylenol or Midol), ibuprofen (like Nuprin), antacids (like Tums), and general multipurpose vitamins (like One-A-Day). Some examples of non-prescription medications ***not allowed*** include those dealing with allergies, sinus problems, or sore throats.

## 2.8. Cadet Uniform Issue.

2.8.1. Detachments are responsible for issuing required uniform items for all cadets scheduled (or tentatively scheduled) to attend FT. Use the AFROTC IMT 2, **Field Training Uniform and Equipment Checklist**, to ensure compliance. Cadets will wear leather shoes and combat boots at FT. Only initial-issue, all leather combat boots are authorized. Jungle, hi-tech, canvas-sided, or other non-issue boots are not authorized for cadet wear at FT.

2.8.2. Detachment commanders will ensure all uniforms fit properly and cadets meet dress and appearance standards. Uniform fit must present a professional appearance. Cadets reporting to FT with ill-fitting, unserviceable, or improper uniform items will be outfitted with proper uniforms at detachment expense and reported to the respective Region CC. Coordinate Military Clothing Sales uniform purchases with a Reserve Personnel Appropriations (RPA) Government Purchase Card (GPC) holder at Lackland FTU/SDLG or HQ AFROTC/DOS.

2.8.3. Uniform items identified as missing after detachment issue will be replaced at the cadet's expense.

## 2.9. Final Eligibility Review.

2.9.1. During the 2 weeks prior to the completion of spring term finals, detachments will verify eligibility requirements for each cadet per paragraph 1.5.1.3. Notify ***both*** HQ AFROTC/DOT ***and then*** HQ AFROTC/RRFP immediately of any cadets who are no longer eligible to attend FT.

2.9.2. Verify cadets have met the requirements of the QFR (paragraph 2.2.).

## 2.10. Staff Assignments and Reporting.

2.10.1. FT has the highest priority of all summer duties, with the exception of the Professor of Aerospace Studies (PAS) Instructor Course, Assistant Professor of Aerospace Studies (APAS) Instructor Course, or Officer/NCO PME schools. Personnel are assigned to FT only from permanent duty locations according to the JFTR and will not be rotated PCS while at

FT. Any staff member on medical profile must have a written waiver approved by HQ AFROTC/DO to attend FT. FT cadre members may not be enrolled in the Body Composition Improvement Program (BCIP) (reference AFI 10-248).

2.10.2. FT staff positions and office symbols are as follows:

2.10.2.1. Commander (FTU/CC). Responsible to both the HQ AFROTC/DO and the FT host installation commander. Oversees the effective operations of the FTU. Uniform Code of Military Justice (UCMJ) actions requiring commander authority fall under HQ AFROTC/CC.

2.10.2.2. Vice Commander (FTU/CV). Serves as second in command to the FTU/CC. The FTU/CV will assume command in the FTU/CC's absence.

2.10.2.3. Director of Operations (FTU/DO). Oversees the daily operations of the FTU; directly supervises the FTU/ADO, FTU/COC, and FTOs.

2.10.2.4. Director of Support (FTU/SD). Oversees all FT support functions including scheduling, administration, special projects, and host base support.

2.10.2.5. Commandant of Cadets (FTU/COC). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/COC the following year. Responsible for maintaining discipline; standardizing training; and overseeing the physical fitness, drill and ceremonies, and standardization programs.

2.10.2.6. Assistant Director of Operations (FTU/ADO). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/ADO the following year. Assists the FTU/DO by providing daily oversight and support to FTOs.

2.10.2.7. Scheduling Officer (FTU/SDS). FT staff member with prior FT experience and a recommendation from the FTU/CC to return as FTU/SDS the following year. Responsible for ensuring all training curriculum and administration is scheduled.

2.10.2.8. Project Officer (FTU/SDP). Coordinates all public affairs related activities and special projects.

2.10.2.9. Field Exercise Officer (FTU/SDX). Coordinates all activities in support of the Field Training Exercise (FTX).

2.10.2.10. Flight Training Officer (FTO). AFROTC officer who trains, counsels, and evaluates cadets within the flight.

2.10.2.11. Academic Instructor (FTU/SDA). Current AS 100, 200 or 300 instructors assigned to conduct the curriculum at an extended FTU.

2.10.2.12. Non-Commissioned Officer in Charge (NCOIC), Commander's Support Staff (FTU/SDCS). Supervises the Commander's Support Staff (CSS) and oversees all administrative and personnel functions.

2.10.2.13. Commander's Support Staff (FTU/SDCSS). Referred to as CSS. Consists of non-commissioned officers (NCO) assigned to support all FTU requirements. Each CSS member will be assigned to a specific squadron.

2.10.2.14. Cadet Training Assistant (CTA). Recent FT graduate that has received a Field Training Distinguished Graduate (FTDG) Award, Field Training Superior Performance (FTSP) Award, or other "top third" rating and an endorsement from the FTU/CC to return as a CTA. This cadet directly assists an active duty officer in the training environment. This is a summer leadership opportunity for cadets and takes precedence over all other summer programs.

2.10.2.15. FTU Liaison (FTU/SDL). Assigned to host base and serves as the liaison between the base and the FTU staff.

2.10.3. HQ AFROTC/DO will assign specific FTUs to each region (for manning purposes only). Region CCs will then nominate the following staff members in support of those FTUs: FTU/CC, FTU/CV, FTU/DO, FTU/SD, FTU/COC, FTU/ADO, FTU/SDS, FTU/SDP, FTU/SDX, FTU/SDA and FTU/SDCS. Regions should forward the names of these individuals, plus any other required information, to HQ AFROTC/DO upon request.

2.10.3.1. Staff members must have prior FT experience and a specific recommendation from their respective FTU/CC to return the following summer as FTU/COC, FTU/ADO, or FTU/SDS.

2.10.4. HQ AFROTC/DO will assign all FTU staff members, including CTAs (reference paragraph 2.10.2.14.), based on nominations provided by the Region CCs, as follows:

2.10.4.1. FTOs will be assigned in a ratio of one FTO to every flight (approximately 25 cadets per flight).

2.10.4.2. FTU/SDCSS will be assigned in a ratio of one NCO for each cadet squadron.

2.10.4.3. Two FTU/SDAs will be assigned to each extended FTU and, if possible, will teach the same GMC subjects they taught at their detachments. Mail or hand-carry required visual aids, lesson plans, and tests to FT.

2.10.4.4. CTAs will be assigned in a minimum ratio of one CTA per flight and squadron plus 5 Traditional CTAs per cadet group.

2.10.5. CTAs must be on contract, have received a FTDG, FTSP, or other "top third" rating and an endorsement from the FTU/CC to return as a CTA, and have at least one term remaining after FT. Detachment commanders will nominate and rank order qualified CTA candidates for selection to the region. Regions will validate nominations, rank order based on FT performance, and forward a consolidated list of nominations accompanied with **Field Training Performance Report** to HQ AFROTC/DO NLT 31 January. The goal of CTA selection is to provide each FTU with the highest caliber staff possible.

2.10.5.1. CTAs may also be assigned to Professional Development Training (PDT) before or after CTA duty; however, full round trip travel must be completed prior to attending a second summer duty. A minimum of 7 days between duties is strongly recommended. In special cases, such as cadets traveling from overseas locations, the requirement for round trip travel may be waived by HQ AFROTC/DO.

2.10.5.2. CTA duty takes priority over other summer PDT programs. Any cadet that meets CTA qualifications and is subsequently selected by HQ AFROTC to perform CTA duty will be given preferential consideration for other PDT programs whenever possible.

2.10.5.2. Cadets will normally serve as CTAs only once. Any exception must be coordinated through the respective Region/CC and approved by the AFROTC/DO.

2.10.6. The Senior Staff, which includes the FTU/CC, FTU/CV, FTU/DO, FTU/SD, FTU/SDS, FTU/SDP, FTU/SDX, FTU/SDCS, FTU/ADO, and FTU/COC, will attend the FT Senior Leadership Conference. HQ AFROTC/DO will determine which additional experienced and/or alternate staff members will attend the conference.

2.10.7. The Senior Staff and Traditional CTAs will arrive for in-service training (IST) 10 days prior to TD-0. Other officer staff, FTU/SDCSS, and CTAs will arrive 8 days prior to TD-0. Variations must be approved by HQ AFROTC/DO.

2.10.8. All FT staff members **must** review this instruction, the FTM, the ATM, and other AFROTC/DO provided guidance prior to FT.

## **2.11. Staff TDY Orders.**

2.11.1. Detachment staff members attending FT will complete the TDY Worksheet, which can be found on the FT web site, and submit to HQ AFROTC/DO NLT 21 calendar days prior to the "proceed on or about date" (earlier, if possible).

2.11.2. Cadets attending FT as CTAs will complete the CTA TDY Worksheet, which can be found on the FT web site. Detachment personnel must facilitate this action, as cadets cannot access the restricted web site. HQ AFROTC/DO will prepare CTA travel orders and fax them to the respective detachments.

2.11.3. Staff members must notify their detachments and identify their mode of travel at least 30 calendar days prior to departure if leave will be initiated more than 7 days prior to the FT report date. TDY orders will authorize delays en route prior to FT, after FT, or both, in conjunction with the directed TDY.

2.11.4. When members elect to travel by POV, entitlements are based on actual mileage traveled or the GTR cost, whichever is less. Members will **not** be reimbursed for vicinity travel in and around the TDY location or authorized excess baggage without prior AFROTC/DO approval. Contact your support base travel pay section prior to departure for more information regarding travel entitlements.

**2.12. Staff Uniforms.** All active duty and CTA staff members will report with the required uniforms to include: short sleeve blues, Battled Dress Uniforms (BDU) with plain black t-shirts,



(no patches on cadet BDUs), and Flight Dress Uniforms (FDU) as appropriate. Three sets of both blues and BDUs are recommended.

2.12.1. CTAs are authorized to wear corfram shoes and non-issue Air Force authorized boots, but must purchase them at their own expense. *FTU/CCs should keep in mind these are not issue items for cadets; therefore, standardization among CTAs may not be possible.*

2.12.2. Detachments will issue CTAs one set each of cadet colonel soft and metallic BDU rank for wear while at FT. **HQ AFROTC/DOS will provide CTA badges at the FTUs for presentation upon completion of FT duty.** CTAs should turn in cadet colonel rank upon returning to the detachment unless their rank for the fall term is cadet colonel.

2.12.3. Staff Physical Training Uniforms (SPTU) will be issued at the FTU during IST. SPTU issue will consist of the following: two white shirts with the AFROTC emblem and "STAFF" lettering, two pair of black shorts, and a black baseball style cap. Staff members may order additional SPTU items at their own expense. FTU/SD will provide size information to the location FTU liaison officer as directed in AFROTCMAN 36-204, *Field Training Staff Manual*.

2.12.3.1. Wear the SPTU as a complete uniform to include the baseball style cap while on the FT campus or when actively engaged in training. The baseball style cap is optional during PT activities.

2.12.3.2. The SPTU is ***not*** intended for full time wear at FT. All staff members should wear official uniforms to the maximum extent possible and should mirror the uniform the cadets are wearing.

2.12.3.3. The SPTU is not an officially recognized uniform. This uniform (without hat) may be worn off the FT campus for short convenience stops or to fast food restaurants. It will not be worn for extended shopping periods or in establishments selling or serving alcohol, except for the casual areas of the Officers' and NCO Open Mess.

2.12.3.4. Officers will wear the baseball style cap with metal (non-subdued) rank centered.

2.12.3.5. CTAs will wear the baseball style cap with white "CTA" lettering. The baseball style cap will not be folded, "crushed," or otherwise altered or replaced.

2.12.3.6. NCOs do not wear rank on the baseball style cap.

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### Chapter 3

## FIELD TRAINING REQUIREMENTS AND ACTIONS (TD-0 THROUGH TD-29/43)

### 3.1. Cadet Arrival and In-Processing.

3.1.1. Cadets with uniform discrepancies (i.e., missing items) not previously identified by their detachment are required to reply by hand-written endorsement on the back of the respective AFROTC IMT 2. The cadet may include a statement concerning the reason for the discrepancy.

3.1.2. FTU/SDCS will contact the appropriate airline to file a lost ticket claim for those cadets who are unable to account for their return tickets.

3.1.3. FTOs will conduct a short interview with their cadets on TD-0, at which time they will collect car keys, cell phones, palm pilots, and all other contraband items (these items will be returned prior to cadet departure from the FTU). FTOs will also check non-prescription medicines (see paragraph 2.7.4. for a list of authorized medicines). If the FTO is unsure about the effects of a particular non-prescription medication, a base physician must approve the medication before allowing the cadet to retain it.

3.1.3.1. If additional medication is required, instruct the cadet to report to sick call and consult with a health care provider. If the medication hinders completion of FT requirements of PT, send the cadet home without prejudice.

3.1.3.2. If a cadet has a prescription medication but does not have an accompanying doctor's note, the medication will have to be approved by a base provider NLT TD-1. Cadets with prescription medications preventing completion of FT requirements will be sent home without prejudice.

3.1.4. Conduct height and weight measurements on all cadets upon arrival at FT for in-processing. Administer a body fat measurement for all cadets who exceed their maximum allowable weight (MAW). Cadets at or below the maximum body fat standard require no further administrative action.

3.1.4.1. Cadets who exceed both their MAW and maximum allowable body fat percentage will receive an automatic unsatisfactory *Image/Bearing* PFR rating, will be removed from the FTU with prejudice, and sent home.

### 3.2. Field Training Cadet Discipline

3.2.1. All staff members must document significant training and/or discipline deficiencies as they occur using an AETC Form 341, **Excellence/Discrepancy Report**. Staff members who document an excellence or discrepancy, will ensure the AETC Form 341 has all pertinent cadet information, then personally annotate the form with a description of the event, flight or office information, and signature.

3.2.2. Staff members should utilize the following IMTs, as required, to accomplish the FT mission:

3.2.2.1. AFROTC IMT 17, Cadet Field Training Counseling Record, which is used to counsel cadets regarding their performance.

3.2.2.2. AFROTC IMT 82, AFROTC Cadet Sign Out/In Roster, which is used to track any individual cadet movement away from the flight area.

3.2.2.3. AFROTC IMT 84, Dormitory Checklist of Authorized Items (male), which is used to document cadet performance in both formal and informal inspections.

3.2.2.4. AFROTC IMT 84-1, Dormitory Checklist of Authorized Items (female) , which is used to document cadet performance in both formal and informal inspections.

3.2.2.5. AFROTC IMT 85, Squadron Area Inspection Report, which is used to document cadet performance in both formal and informal inspections.

3.2.2.6. AFROTC IMT 89, AFROTC Student Discrepancies/Tour Roster, which is used to track cadet discrepancies and tours.

3.2.3. Physical Training (PT). PT consists of scheduled syllabus activities or any PT activity the FTO elects to accomplish during FTO time. PT will follow the guidance in the FT Syllabus and the FTM. The purpose of PT is to increase fitness levels and promote healthy lifestyles in future officers. Care must be taken not to over work muscle groups prior to the PFT (extensive PT within 20 hours prior to an official PFT).

3.2.4. Physical activities such as calisthenics may be administered in the penalty box as part of competitive sports. Comply with the rules for this activity as specified in the FTM.

3.2.5. Squadron Concept. The Squadron Concept for training is designed to focus training at the squadron level. Flight/Squadron level consequences will mirror this requirement. Squadron staff members determine flight and squadron consequences. Consequences for entire details, elements, flights, and squadrons can only be carried out in the presence of an FTO assigned to the cadets' squadron. Using the same concept, consequences administered to an entire group must have a senior staff member present.

### 3.3. Field Training Completion Requirements.

★3.3.1. In order to satisfactorily complete FT, a cadet must: complete at least 80% of training required training as specified in the *Field Training Syllabus*; not be absent from the FTU for more than 72 consecutive hours; not be restricted medically beyond limits of paragraph 3.9.1; pass the PFT NLT TD-14 of FT; attain a 80% or better academic average (extended FTU); not be rated overall "Unsatisfactory" or "Marginal" on the FTPR.

★3.3.2. PFT requirements. Cadets must successfully complete the PFT by TD-14 of FT. Cadets will have three opportunities to pass the PFT. Remove unsuccessful cadets from FT with prejudice for failure to meet physical fitness standards.

3.3.2.1. Schedule the Physical Fitness Diagnostic (PFD) on or about TD-3.

3.3.2.2. Administer one PFT per week. Schedule the first PFT on or about TD-7.

3.3.2.3. Schedule a supplemental PFT on or about TD-10 only for those cadets who failed PFT 1. Schedule a final PFT opportunity on or about TD-13 for those cadets failed PFT 1 and the supplemental PFT. This PFT may or may not occur in conjunction with FTU official PFT 2. Cadets who fail all three attempts at the PFT will be removed from FT with prejudice for failure to meet physical fitness requirements.

3.3.3. All PFTs will be input on the FTPR. A failure of any PFT during FT will result in a rating no greater than **marginal** for the *Physical Fitness Assessment* PFR. The *Physical Fitness Assessment* PFR will be based on the average of all PFTs entered into WINGS. An average PFT score below 75 will constitute a **marginal** performance on the PFR.

### 3.4. Cadet Counseling and Evaluation.

3.4.1. FTOs will maintain a folder on each cadet in the flight during the FTU and for 2 calendar years from the FTU completion date, at which time the folders should be disposed of properly. The folders should be reviewed periodically by the FTU/DO or FTU/ADO and will contain the following items:

3.4.1.1. FT Performance Feedback Reports.

3.4.1.2. AFROTC IMTs 17, **Cadet Field Training Counseling Record** (if applicable).

3.4.1.3. AETC Forms 341 (if applicable).

3.4.1.4. Peer compilation sheet from peer evaluations.

3.4.1.5. Academic (extended FTU) and/or knowledge test scores.

3.4.1.6. Writing samples (if applicable).

3.4.1.7. FTO's notes and observations.

3.4.1.8. Individual Drill Evaluation (IDE) score sheets.

3.4.1.9. **Field Training Performance Report** (final copy).

3.4.1.10. Any additional documentation the FTO would like to maintain on the cadet.

3.4.2. Conduct an initial counseling NLT TD-2, documented on a **FT Performance Feedback Report**. Items common to all cadets may be done en mass. Discuss expectations based on the performance factors listed on the feedback report and explain that all cadets enter FT with a "Satisfactory" rating in each PFR. Their individual performance will raise or lower their rating in each area.

3.4.2.1. Conduct a mid-FT counseling with each cadet on or about the mid-point of FT and documented by a hand written **FT Performance Feedback Report**. Additional counseling sessions may be conducted as needed at any time during FT.

3.4.2.2. Conduct a final counseling with each cadet not earlier than 2 days prior to the cadet departure date using the “near final” draft of the **Field Training Performance Report**. Explain to the cadet, ratings are not final until the cadet has departed the FTU. Anything the cadet does before that point can positively or negatively impact the final rating.

**3.5. Preparing the Field Training Performance Report.** This report is used to evaluate cadet performance during FT.

3.5.1. Complete a **Field Training Performance Report** on all cadets.

3.5.2. For the FTO Comments block, three separate areas will be documented: *Preparation for Field Training*, *Strengths*, and *Areas for Improvement*. At least two bullets are required for each area, and a minimum six bullets are required in total for all cadets. Enter FTO information as indicated.

3.5.3. All comment blocks do not have to be filled. However, the FTO must be able to give the detachment commander meaningful information on each cadet’s leadership performance. The FTO and FTU/CC must collectively provide enough information to sufficiently address any unsatisfactory or marginal behavior and substantiate the assigned rating.

3.5.4. For the FTU/CC Comments block, bullets are required only for cadets receiving an overall “Unsatisfactory” or “Marginal” rating, or receiving an endorsement for CTA duty. Enter FTU/CC information as indicated. The FTU/CC must sign **all Field Training Performance Reports** for cadets who are: FTDG or FTSP award winners, rated overall Marginal or Unsatisfactory, or “Recommended for CTA Duty” in the FTU/CC Comments block. Either the FTU/CC or the FTU/CV may sign all other reports.

3.5.5. FTU/CCs will contact HQ AFROTC/RRFP regarding any cadet who receives an overall marginal rating and was intended for commissioning immediately following FT. Coordination on the cadet’s pending commissioning status will then be deferred to the cadet’s respective detachment.

**3.6. Cadet Out-Processing.** FTU/SDCSSs should take the following actions:

3.6.1. Schedule out-processing during TD-28/42 in the cadet day rooms or other designated area.

3.6.2. Ensure all equipment is accounted for and dormitories are in inspection order before authorizing any cadet departures from the FTU. Cadets who do not return (or replace) issued equipment will receive a rating no greater than **marginal** in the *Accepts Personal Responsibility* PFR.

3.6.3. FTU/SDS arranges for transportation to the airport/bus terminal as required.

### 3.7. Releases/Removals from Field Training – General Guidance.

3.7.1. The FTU/CC must consult with the HQ AFROTC/DO prior to any cadet release or removal from FT. The FTU/CC will interview and clear all cadets released or removed from FT to determine their ability to travel and will telephone the respective Detachment CC. If the FTU/CC believes additional counseling is necessary or warranted, schedule the cadet for an appointment with the appropriate host base agency (mental health, chaplain, etc.) prior to departure from the FTU. Ensure the cadet contacts a family member, with the FTU/CC or FTU/DO present, to ensure someone can pick the cadet up upon return home.

3.7.2. For any non-contract cadet removed with prejudice, recover the cadet's uniforms, issue an AF Form 1297, **Temporary Issue Receipt**, and return all recovered items to the detachment; do not wait until the end of FT to return these items.

3.7.3. The FTU/CC will submit a memorandum to the Detachment CC explaining the decision to release/remove from training, along with the cadet's endorsement acknowledging the reasons for and consequences of the release/removal. The package should include all pertinent data, such as line of duty determinations, medical records, counseling documents, memorandums, etc. The FTU/CC will investigate any cadet allegations as appropriate, without delaying the cadet's departure, and include the results in the release/removal package.

3.7.4. Complete a **Field Training Performance Report** for all cadets.

**3.8. Emergency Absence or Administrative Release.** In an emergency, or in extraordinary circumstances, FTU/CCs may authorize cadet absences from FT for a maximum of 72 consecutive hours. Release without prejudice, those cadets who are absent longer than 72 consecutive hours or who cannot make up enough missed training to meet syllabus requirements. All hours between reveille and Call to Quarters (CTQ) will count towards missed training.

**3.9. Medical Release.** FT goals can only be accomplished when cadets are active participants in all areas. Arrange an examination at the host base medical treatment facility (MTF) for cadets who are injured or become ill to determine if they are physically able to continue training.

3.9.1. Cadets medically restricted to quarters or admitted to the MTF for a cumulative period exceeding 72 hours, should be released without prejudice and sent home, even if they have successfully completed the PFT.

3.9.2. Cadets placed on profile, preventing their active participation in PT, competitive sports or drill for a cumulative period of more than 6 days, should be released without prejudice.

3.9.3. For serious illnesses or injuries requiring hospitalization or follow-on treatment, the FTU/CC will contact AFOATS/JA and the host base hospital to arrange for treatment according to AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Services (MHSS)*.

3.9.3.1. Complete administrative or informal line of duty determinations on *all* cadets injured at FT. The MTF can provide guidance on completing line of duty determinations.

★3.9.3.2. Ensure the following forms are completed for cadets treated at off-base medical facilities: CA-1, **Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, or CA-2, **Notice of Occupational Disease and Claim for Compensation**, as appropriate, CA-16, **Authorization for Examination And/Or Treatment**, and CA-20, **Attending Physician's Report**. Cadets will need these forms to file their claim with the U.S. Department of Labor (DOL) following FT.

3.9.3.3. If the host base MTF recommends follow on care, ensure the doctor documents the precise type of follow on care required in the cadet's medical record and how soon it is required. Also, determine the cause of injury and if it was a pre-existing condition. Ensure the AF Form 348, **Line of Duty Determination**, is completed. The cadet will need to provide a copy of this form to an MTF prior to follow-on care.

3.9.3.4. Remind cadets to contact their Detachment CC **prior** to seeking/receiving follow on care. Follow on care by a civilian doctor must be pre-approved by the DOL, or associated costs may not be reimbursed.

3.9.3.5. Secure all medical records on all cadets at the end of FT and mail them with their FT records to the respective detachments.

**3.10. Self-Initiated Elimination (SIE).** Ensure any cadet desiring to voluntarily withdraw SIE from FT has been briefed on the consequences and is making an informed decision. Once the decision is made, separate that cadet from all other cadets and initiate the removal process.

3.10.1. Do not accept verbal requests to SIE. Instruct the cadet to prepare a memorandum stating the reasons for the SIE. The memorandum should be addressed to the FTO, FTU/DO, and FTU/CC, in-turn.

3.10.2. The FTU/CC will counsel the cadet on an AFROTC IMT 17 identifying the consequences of the SIE, and the cadet will endorse the IMT.

3.10.2.1. Advise scholarship cadets that withdrawal jeopardizes their future status as candidates for a commission in any of the United States armed forces and will likely result in their disenrollment, as well as possible involuntary call to extended active duty in their enlisted grade or recoupment of scholarship benefits.

3.10.2.2. Advise non-scholarship GMC cadets that withdrawal from FT will jeopardize their future status as candidates for a commission in any of the United States armed forces.

**3.11. Military Performance Removals.**

3.11.1. The FTU/CC may, at any time, remove a cadet for such offenses as serious misconduct, lack of discipline, indifference to training, drug or alcohol involvement, or drug test failure. Misconduct en route to FT may also be sufficient cause for removal. The

FTU/CC will consult with the HQ AFROTC/DO prior to making the final decision to remove or continue the cadet. The FTU/CC will notify the cadet in writing of the decision.

3.11.2. The FTU/CC may remove a cadet for failure to meet standards at any time during FT. Remove a cadet with prejudice when it is determined the cadet will definitely receive an Unsatisfactory rating on any PFR.

**3.12. Field Training Cadet Awards.** Awards are based on the total number of cadets remaining at the FTU as of 4 days prior to the end of the FTU and should be announced during an appropriate activity such as a Dining-In or Awards Ceremony. Unless otherwise stated, detachments will be responsible for ordering appropriate FT ribbons for presentation to cadets. See AFROTCI 36-2020, *AFROTC Cadet Awards and Decorations* for award criteria and AFROTC VA 36-3, *AFROTC Ribbon Chart*, for order of precedence for proper wear. The following awards may be earned at FT:

3.12.1. Field Training Distinguished Graduate (FTDG) Award. Cadets graduating FT in the top 10 percent of their flight at FT, as determined by the FTPR, will be designated as a distinguished graduate and will be awarded the FTDG ribbon with silver star device. The top 10 percent is based upon flight end strength rounded down. Fractional percentages are calculated by the Field Training Unit (FTU) to determine additional FTDG awards to be given by the FTU/CC.

3.12.2. Field Training Superior Performance (FTSP) Award. Cadets graduating FT in the next 10 percent below FTDG in each flight, as determined by the FTPR, will be designated as a superior performer and will be awarded the FTSP ribbon. The next 10 percent is based upon flight end strength rounded down. Fractional percentages are calculated by the FTU to determine additional FTSP awards to be given by the FTU/CC.

3.12.3. Field Training “Ironman” Award. The “Ironman” award recognizes one male and one female cadet in each FT cadet group with the top average PFT score at FT. To be eligible, the cadet must participate in all PFTs held at FT. The average of all PFT scores received will be used to determine the top score. Cadets performing more than the maximum score in all three events will be given additional points based on an extended PFT scale (reference AFROTCMAN 36-204). The faster 1.5-mile run time will be used to break any ties. The award recipient will receive the FT “Ironman” Award ribbon and a plaque.

3.12.4. AFROTC Expert Marksmanship Ribbon. This ribbon recognizes cadets who qualify expert in small arms marksmanship training at FT. Cadets will receive an AF Form 522, *Ground Weapons Training Data* documenting qualification. It is the cadet’s responsibility to ensure this form is transferred into the member’s active duty records for authorization to wear the Air Force Small Arms Expert Marksmanship Ribbon.

3.12.5. Academic Honors Award (Extended FTUs only). This award recognizes cadets who complete FT with an academic score of 95 percent on FT academics, as determined by the FTPR, and has a cumulative Grade Point Average (GPA) of 3.0 at their college or university. This award will be given at the detachment at the beginning of the academic term following completion of FT. This is the same ribbon as the detachment Academic Honors Award, but



with slightly altered criteria for FT use. Receipt of this award for FT is equivalent to one award at the detachment.

3.12.6. Physical Fitness Award. This award recognizes cadets who score 90 percent or better in each of the 1.5 mile run, crunches, and push-up events of the FT PFT on any single PFT. Cadets must participate in all PFTs held at FT in order to receive this award. This award can be received only once while at FT. This is the same ribbon as the detachment Physical Fitness Award. Receipt of this award for FT is equivalent to one award at the detachment.

3.12.7. Warrior Spirit Award. This award recognizes the cadet in each FT flight that best exemplifies the Air Force warrior spirit. Criteria should include appearance, attitude, enthusiasm in duty performance, and physical fitness. Award to one cadet in each FT flight. This is the same ribbon as the detachment Warrior Spirit Award. Receipt of this award for FT is equivalent to one award at the detachment.

3.12.8. Honor Flight Ribbon. One flight per FT cadet group will be designated as the final FT Honor Flight based on weekly knowledge and/or academic tests, parade, drill, and inspection scoring. All cadets in that flight will be authorized to wear the Honor Flight ribbon. This is the same ribbon as the detachment Honor Flight ribbon. Receipt of this award for FT is equivalent to one award at the detachment.

3.12.9. Warrior Flight Ribbon. One flight per FT cadet group will be designated as the final FT Warrior Flight based on competitive sports, PFTs, and flight participation in physical training events. All cadets in that flight will be authorized to wear the Warrior Flight ribbon. Designation as the Honor Flight is not a disqualifier for designation as the Warrior Flight. This is the same ribbon as the detachment Warrior Flight ribbon. Receipt of this award for FT is equivalent to one award at the detachment.

3.12.10. Outstanding Cadet Training Assistant (CTA) Award. This award recognizes the single most outstanding CTA from each FT cadet group as determined by the FTU/CC. To be eligible, a cadet must be selected to serve as a CTA and satisfactorily complete CTA duties. Nominated cadets must have demonstrated leadership in FT positions and projects, and demonstrated qualities of dependability, good character, patriotism, and military discipline. Award consists of a ribbon and medal to be worn on the cadet uniform, and a congratulatory letter from the AFROTC/DO. The FTU/CC will select this cadet based on nominations from FT staff. FTU/CC will announce and present at a FT cadet group formation as appropriate.

### **3.13. Miscellaneous Requirements.**

3.13.1. Cadets must be allowed time at the airport or bus terminal to contact a parent, guardian, or spouse to announce their safe arrival. This must be accomplished prior to arriving at the FTU. Cadets arriving via POV must accomplish this prior to reporting to the FTU.

3.13.2. Secure outside entrances to cadet dorms immediately following the Staff Duty Officer (SDO) security check each night until 30 minutes prior to reveille.

3.13.3. Footwear Break-in Procedures. Detachment CCs must ensure both combat boots and low quarters are issued as soon as possible following enrollment allocations. Instruct cadets on proper procedures to break in footwear in order to prevent missing training. Missed training can result in release/removal from FT.

3.13.4. FTU Daily Status Report. Fax a daily status report to HQ AFROTC/DOT each day NLT 0900 Central Standard Time through TD-29 (standard FTU) or TD-43 (extended FTU). Mandatory documentation on the daily report is required for any of the following events: cadets who fail to arrive at the FTU, cadets who arrive after 2400 on TD-0, cadets who arrive without a proper physical, any heat stress related events, and cadets who are released or removed from FT.

3.13.5. Cadet Payroll and Travel Allowances. Authorizations for payments to cadets for FT pay and travel allowances are contained in AFI 36-2011, *Air Force Reserve Officer Training Corps*; DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowances*; and the JFTR, Chapter 7. Host base military pay technicians will update Defense Joint Military Pay System for cadet pay transactions. Pay CTAs concurrently with other cadets.

3.13.6. The FTU/CC may release from duty any unsatisfactory staff member and direct the member to return to the detachment. In such a case, the FTU/CC must notify HQ AFROTC/DO immediately and submit a report to the respective Detachment CC; provide an info copy to AFROTC/CC, AFROTC/DO, and the respective Region CC. Any disciplinary actions imposed on FT staff members will be coordinated with AFOATS/JA, AFOATS/CCF (for enlisted members), and the individual's Detachment CC. Disciplinary actions imposed on commissioned officers may need to be coordinated with AFOATS/CC.

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## Chapter 4

### POST FIELD TRAINING REQUIREMENTS AND ACTIONS

**4.1. Cadet Records.** Ensure a completed/signed copy of the **Field Training Performance Report** is included. Mail these documents, medical records/documents, and the AF Forms 522 to respective detachments.

4.1.1. Coordinate with host base medical personnel to ensure the FTU receives cadet medical records prior to the FTU completion date.

4.1.2. Multiple records from the same detachment should be bundled and mailed together to save mailing costs.

4.1.3. Provide each FTO with the original of the final **Field Training Performance Report** for the respective flight (see paragraph 3.4.1.).

4.1.4. FTU/SDCSS will accomplish a complete inventory and submit to HQ AFROTC/DOT prior to TD-0 and again following cadet departure on TD-29/43. Coordinate inventories with FTU/SDL and the incoming FTU staff as applicable.

4.1.5. FTU/SDCS is responsible for ensuring all mailings are accomplished and cleared from the ROTC facilities prior to staff departure.

4.1.6. Complete all cadet data requirements and coordinate completion with HQ AFROTC/DOT as final action prior to staff departure.

**4.2. Executive Summary.** The FTU/CC will complete an executive summary for the FTU. Forward both a hard copy and an electronic copy to HQ AFROTC/DOT NLT 7 calendar days after the FTU/CC departs the FTU.

#### **4.3. Staff Evaluations.**

4.3.1. Use the AF IMT 77, **Supplemental Evaluation Sheet**, to complete evaluations on all staff members below the grade of O-5 upon FTU closeout. Forward copies NLT TD-29/43 as follows:

4.3.1.1. Copy to Detachment CC

4.3.1.2. Copy to Region CC

4.3.1.3. Copy to HQ AFROTC/DO

4.3.1.4. Original to be maintained by rater for 2 calendar years

4.3.2. Complete evaluations on all CTAs using the AFROTC IMT 16, **Cadet Counseling Record**. FTOs will evaluate Flight CTAs. The COC will evaluate traditional CTAs and squadron CTAs (unless otherwise delegated). A written evaluation will be completed on each CTA and forwarded to the appropriate Detachment CC. Include these evaluations with the bundled cadet records for mailing to the respective detachments.

**4.4. Staff Departure.** Active duty staff may be retained up to 2 days after TD-29/43, as required, to complete FTU close out and/or allow for FTU staff changeover. CTAs may be retained up to 1 day. The FTU/CC may release FTU/SDAs upon completion of duty. HQ AFROTC/DO may release other staff based on requirements at the time.

#### **4.5. Actions for Marginal or Unsatisfactory Cadets.**

4.5.1. HQ AFROTC/RR will review contract cadets who receive an overall Unsatisfactory rating and all cadets (both scholarship and non-scholarship) who receive an overall Marginal rating at FT to determine if they will be allowed to continue in the AFROTC program. Reference AFROTCI 36-2013.

4.5.2. Non-scholarship cadets who receive an overall Unsatisfactory rating at FT or are released with prejudice are not eligible for enlistment into the POC. Waiver requests must be

submitted to HQ AFROTC/RRFP via an AFROTC IMT 22 following the procedures in paragraph 1.6.3. herein.

#### **4.6. Forms and Information Management Tools.**

4.6.1. Prescribed: AFROTC IMT 1, **Cadet Field Training Assignment Briefing**, AFROTC IMT 2, **Field Training Uniform and Equipment Checklist**, AFROTC IMT 17, **Cadet Field Training Counseling Record**; AFROTC IMT 82, **AFROTC Cadet Sign Out/In Roster**; AFROTC IMT 83, **In/Out Processing Checklist**; AFROTC IMT 84, **Dormitory Checklist of Authorized Items (male)**; AFROTC IMT 84-1, **Dormitory Checklist of Authorized Items (female)**; AFROTC IMT 85, **Squadron Area Inspection Report**; AFROTC IMT 89, **AFROTC Student Discrepancies/Tour Roster**.

4.6.2. Adopted: CA-1, **Federal Employee Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**; CA-2, **Notice of Occupational Disease and Claim for Compensation**; CA-16, **Authorization for Examination And/Or Treatment**; and CA-20, **Attending Physician's Report**; DD Form 93, **Record of Emergency Data**; DD Form 730, **Transportation Requests and/or Tickets, Receipt for Unused – Including Unused Meal Tickets**; DD Form 2058, **State of Legal Residence Certificate**; DD Form 2266, **Information for Hometown News Release**; SF 1164, **Claim for Reimbursement for Expenditures on Official Business**; SF 1199A, **Direct Deposit Sign-up Form**; TD Form W-4, **Employees Withholding Allowance Certificate**; VA Form SGLV-8286, **Service Member's Group Life Insurance Election and Certification**; AF IMT 77, **Supplemental Evaluation Sheet**; AF Form 348, **Line of Duty Determination**; AF Form 522, **USAF Ground Weapons Training Data**; AF Form 1297, **Temporary Issue Receipt**; AETC Form 341, **Excellence/Discrepancy Report**; AFROTC IMT 16, **Officer Candidate Counseling Record**; AFROTC IMT 22, **Cadet Personnel Action Request**; AFROTC IMT 48, **Administrative Data**;

ALAN E. THOMPSON, Colonel, USAF  
Commander, Air Force ROTC

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-248, *Fitness Program*

AFI 36-2011, *Air Force Reserve Officer Training Corps*

AFI 36-2020, *Family Member Travel*

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*

AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Services (MHSS)*

AFOATSI 35-101, *Air Force Officer Accession and Training Schools Public Affairs Program*

AFOATSI 65-101, *AFROTC Cadet Payment Programs*

AFROTCI 36-2011, *Administration of AFROTC Cadets*

AFROTCI 36-2013, *AFROTC POC, Pilot and Navigator Allocations Management*

AFROTCI 36-2017, *AFROTC College Program*

AFROTCI 36-2018, *AFROTC Special Actions Program (Senior Units Only)*

AFROTCI 36-2020, *AFROTC Cadet Awards and Decorations*

AFROTCMAN 36-203, *Field Training Manual*

AFROTCVA 36-3, *AFROTC Ribbon Chart*

DFAS-DEM 7073-3, *Air Reserve Forces Pay and Allowances*

Joint Federal Travel Regulation (JFTR)

T-700, *The AFOATS Training Manual*

Title 10, United States Code

***Abbreviations and Acronyms***

**ADM** - Administrative Release

**AFI** - Air Force Instruction

**AFOATS** - Air Force Officer Accession and Training Schools

<b>AFOATSI</b>	- Air Force Officer Accession and Training Schools Instruction
<b>AFOQT</b>	- Air Force Officer Qualifying Test
<b>AFROTC</b>	- Air Force Reserve Officer Training Corps
<b>AFROTCI</b>	- Air Force Reserve Officer Training Corps Instruction
<b>AFROTCMAN</b>	- Air Force Reserve Officer Training Corps Manual
<b>APAS</b>	- Assistant Professor of Aerospace Studies
<b>AS</b>	- Aerospace Studies
<b>ATM</b>	- AFOATS Training Manual
<b>BAT</b>	- Basic Attributes Test
<b>BDU</b>	- Battle Dress Uniform
<b>CC</b>	- Commander
<b>COC</b>	- Commandant of Cadets
<b>CONUS</b>	- Continental United States
<b>CSS</b>	- Commander's Support Staff
<b>CTA</b>	- Cadet Training Assistant
<b>CTQ</b>	- Call to Quarters
<b>DFAS</b>	- Defense Finance and Accounting Service
<b>DLI</b>	- Defense Language Institute
<b>DODMERB</b>	- Department of Defense Medical Examination Review Board
<b>DOL</b>	- Department of Labor
<b>ECL</b>	- English Comprehension Level
<b>ELD</b>	- Expected Last Day of Career Pay
<b>ELT</b>	- English Language Training
<b>EMPLID</b>	- Employee Identification
<b>FDU</b>	- Flight Dress Uniform
<b>FPRG</b>	- Field Personnel Record Group
<b>FT</b>	- Field Training
<b>FTDG</b>	- Field Training Distinguished Graduate
<b>FTM</b>	- Field Training Manual
<b>FTO</b>	- Flight Training Officer
<b>FTPR</b>	- Field Training Performance Report
<b>FTSP</b>	- Superior Performance/Performer

<b>FTU</b>	- Field Training Unit
<b>FTX</b>	- Field Training Exercise
<b>GMC</b>	- General Military Course
<b>GPC</b>	- Government Purchase Card
<b>GTR</b>	- Government Transportation Request
<b>HQ</b>	- Headquarters
<b>HT</b>	- Height
<b>IAW</b>	- In Accordance With
<b>IDE</b>	- Individual Drill Evaluation
<b>IST</b>	- In-Service Training
<b>JFTR</b>	- Joint Federal Travel Regulation
<b>MAW</b>	- Maximum Allowable Weight
<b>MED</b>	- Medical Release
<b>MHSS</b>	- Military Health Services System
<b>MTF</b>	- Medical Treatment Facility
<b>NCO</b>	- Non-Commissioned Officer
<b>NCOIC</b>	- Non-Commissioned Officer in Charge
<b>NET</b>	- No Earlier Than
<b>NLT</b>	- No Later Than
<b>OPI</b>	- Oral Proficiency Interview
<b>OYCP</b>	- One Year College Program
<b>PAS</b>	- Professor of Aerospace Studies
<b>PCS</b>	- Permanent Change of Station
<b>PDT</b>	- Professional Development Training
<b>PF</b>	- Performance Factor
<b>PFD</b>	- Physical Fitness Diagnostic
<b>PFR</b>	- Performance Factor Rating
<b>PFT</b>	- Physical Fitness Test
<b>POC</b>	- Professional Officer Course
<b>POV</b>	- Privately Owned Vehicle
<b>PT</b>	- Physical Training
<b>QFR</b>	- Qualifying Fitness Review

<b>RPA</b>	- Reserve Personnel Appropriations
<b>SDO</b>	- Staff Duty Officer
<b>SGLI</b>	- Service Member's Group Life Insurance
<b>SIE</b>	- Self-Initiated Elimination
<b>SPTU</b>	- Staff Physical Training Uniform
<b>SSAN</b>	- Social Security Account Number
<b>TD</b>	- Training Day
<b>TDY</b>	- Temporary Duty
<b>TMO</b>	- Traffic Management Office
<b>UCMJ</b>	- Uniform Code of Military Justice
<b>USC</b>	- United States Code
<b>WINGS</b>	- Web Intensive New Gains System
<b>WT</b>	- Weight



## Attachment 2

## AFROTC IMT 1, CADET FIELD TRAINING ASSIGNMENT BRIEFING

CADET FIELD TRAINING ASSIGNMENT BRIEFING	
I, Cadet <u>JOE D. COLUNGA</u>	understand the following: (initial all items)
(Typed/Print Name)	
<b>A. FT ATTENDANCE:</b>	
1.	I have reviewed Chapter 6, Rules and Regulations, of the Field Training Manual (FTM). I understand my attendance at Field Training (FT) represents my acceptance of all rules and regulations. Example: I will not use a telephone, coordinate with family or friends to visit me during FT, consume alcohol, smoke, carry a weapon, etc., for the duration of FT. I understand violation of any FT rule could result in my immediate removal from FT and jeopardize my ability to commission. <u>JDC</u>
2.	I understand FT attendance does not guarantee I will be accepted into the Professional Officer Course (POC), and the final FT evaluation could preclude my entry into the POC. I also understand I must remain qualified for the POC and commissioning in order to enlist. <u>JDC</u>
3.	I must pass the Qualifying Fitness Review (QFR) to attend FT. <u>JDC</u>
a)	I understand the proper procedures for accomplishing each PFT event. <u>JDC</u>
b)	I understand I have one opportunity to pass the QFR. <u>JDC</u>
c)	As a non-contract cadet, I understand a failure will result in forfeiture of my POC/enrollment allocation (EA). <u>JDC</u>
d)	As a contract cadet, I understand a failure will result in forfeiture of my POC enrollment allocation (EA) and possible investigation for disenrollment. <u>JDC</u>
4.	FT removal, self-initiated elimination (SIE), or completion with an overall "Unsatisfactory" or "Marginal" will jeopardize my status as a candidate for a commission. <u>JDC</u>
a)	As a scholarship cadet, I may be disenrolled and involuntarily called to extended active duty in my enlisted grade or required to repay my scholarship benefits and may be disqualified for POC entry. <u>JDC</u>
b)	As a non-scholarship GMC cadet, I may be disqualified for POC entry. <u>JDC</u>
5.	I understand failure to pass the PFT by TD-14 at FT will result in an automatic "Unsatisfactory" rating on the Physical Fitness Assessment (PFA) Performance Factor Rating (PFR) of my FT evaluation and removal with prejudice, which will jeopardize my status as a candidate for a commission. <u>JDC</u>
6.	I understand if I want to be considered for rated categorization, I am required to take the Basic Attributes Test (BAT) outside of FT if at all possible. <u>JDC</u>
NOTE: If your detachment determines you are a potential candidate for rated categorization, you desire to be considered, and your detachment cannot provide the BAT outside of Field Training, you must complete a BAT worksheet. Download the worksheet at: <a href="http://www.aetc.randolph.af.mil/sas/pcsm/CandidateWorksheet/CandidateWorksheet.htm">www.aetc.randolph.af.mil/sas/pcsm/CandidateWorksheet/CandidateWorksheet.htm</a> and attach copies of your transcript and pilot logbook (if applicable) with your FT package. <u>JDC</u>	
7.	I understand I may be required to replace any issued equipment I lose or damage at my own expense prior to leaving FT. I also understand failure to return or replace any equipment issued to me at FT will result in a rating no greater than "Marginal" on the Accepts Personal Responsibility PFR of my FT evaluation. <u>JDC</u>
8.	I recognize the importance of drill and ceremonies to military training and discipline and, as such, have prepared accordingly. I understand failure of two or more Individual Drill Evaluations (IDE) will result in a rating no greater than "Marginal" on the Drill and Ceremonies PFR. <u>JDC</u>
<b>B. TRANSPORTATION:</b>	
1.	If I travel by privately owned vehicle (POV), I will only be authorized reimbursement at the current mileage allowance up to the cost of the Government Travel Rate (GTR) indicated on my orders, and I will not arrive prior to 1000 hrs or after 1400 hrs. <u>JDC</u>
2.	If I choose to travel by POV and arrive at FT later than 1400 hours, I understand I will receive a rating no greater than "Marginal" in the Judgment and Decision Making PFR of my FTFR. <u>JDC</u>
3.	If I purchase my own ticket for commercial travel (airline, bus, or train), I will only be authorized reimbursement up to the cost of the GTR indicated on my orders. <u>JDC</u>
4.	I am not authorized to fly via commercial airlines if the distance between my servicing airport and the FT airport is less than 150 miles, except when waived by HQ AFROTC/DOT. <u>JDC</u>
5.	I must be ticketed to arrive on the earliest available flight on the "report date" indicated on my orders (this is TD-0). If I experience airline delays or cancellations, affecting my scheduled arrival, I will immediately notify my detachment and the FTU staff. <u>JDC</u>
6.	I understand I am not authorized to depart FT prior to TD-29 (standard FTU) or TD-43 (extended FTU). Family weddings or reunions, college enrollment, household goods shipment, etc. are not exceptions. <u>JDC</u>
7.	My training will begin the moment I arrive at FT. Normal training days begin at approximately 0430 and end at approximately 2100. <u>JDC</u>
8.	If I purchase my own ticket or alter the ticket issued, or if I travel via POV, bus, or train, I will notify my detachment of my travel plans. I am responsible for any cost above GTR. <u>JDC</u>
9.	I understand, while traveling to FT, I am not authorized to voluntarily give up my seat under any circumstances. Further, if I receive any rewards, incentives, or rebates from the commercial carrier, I will consult with my detachment or FTU staff for disposition instructions. <u>JDC</u>
10.	Once a ticket is placed in the mail or otherwise given to me, it becomes my responsibility until it is recovered, turned in to the issuing authority, or its cost is otherwise reimbursed to the government. I understand I am required to travel at my own expense if the ticket is lost. <u>JDC</u>
11.	I am required to travel to and from FT by the most direct and expeditious route. Hitchhiking is not authorized, and any deviation in time or direction could result in an unfavorable "line of duty" determination affecting medical coverage. <u>JDC</u>

<p>12. I must notify my detachment in the event my commercial travel reservations are canceled or cannot be confirmed (if applicable), or I decide to decline FT and withdraw from the AFROTC program before departing for FT. <u>JDC</u></p> <p>13. I must ensure I receive complete and accurate round trip airline tickets (if applicable). <u>JDC</u></p> <p>14. AF orientation flights include any sorties attained during ASSIST, Base Visits, or the Rising Sophomore Program (RSP). I <u>JDC</u> have / <u>      </u> have not received an AF orientation flight while enrolled in the AFROTC program. <u>JDC</u></p> <p>15. I <u>      </u> am / <u>JDC</u> am not a volunteer to participate in the Jet Orientation (JETO) program on or about TD-29 (standard FTU) or TD-43 (extended FTU). I understand participation in JETO may extend my total travel by approximately 48 hours in order to receive an AF orientation flight. <u>JDC</u></p>	
<b>C. MEDICAL:</b>	
<p>1. I understand the rules regarding dress and personal appearance for AF personnel outlined in AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, including the rules on tattoos, brands, and body piercing, also apply to cadets. I also understand AFROTC requires cadets attending FT to have any body rings, visible or non-visible (e.g., navel rings, nipple rings, earrings, tongue studs, ornamental staples, etc.) removed prior to arrival at the FTU. These items pose a health or safety hazard to the wearer and are prohibited for wear with any uniform. Removal of such items as well as unauthorized and/or inappropriate tattoos is my responsibility, including any associated costs. Failure to take these actions prior to FT will result in a rating no greater than "Marginal" on the Image/Bearing PFR. <u>JDC</u></p> <p>2. I must have a waiver from DODMERB or AETC/SG, if I use an inhaler for any reason, before I am eligible for FT. <u>JDC</u></p> <p>3. I must immediately notify my detachment of any current or future injuries, current or future medical prescriptions, or changes in medical status occurring prior to departing for FT. <u>JDC</u></p> <p>4. I must obtain a letter from my physician for any prescription medicine I take to FT, stating any possible adverse reactions to physical or mental stress (exception: birth control pills). <u>NA</u></p> <p>5. I do not currently have any medical or physical condition (i.e. pregnancy, broken bones, pulled muscles, sprained ankle/knee, etc.), which prohibits or limits my active participation at FT (if such a condition does exist, explain). <u>JDC</u></p> <p>6. I acknowledge my responsibility to maintain my fitness level between passing my QFR and arriving at FT. <u>JDC</u></p> <p>7. I understand I must meet Air Force weight and body fat standards. Further, I understand if I arrive at FT over body fat, I will receive an automatic "Unsatisfactory" rating in the Image/Bearing PFR, will be removed from the FTU with prejudice, and sent home. <u>JDC</u></p> <p>8. I understand failure of any PFT during FT or an average score less than 75 points on all PFTs will result in a rating no greater than "Marginal" on the Physical Fitness Assessment PFR of my FT evaluation. <u>JDC</u></p>	
<b>D. PAY:</b>	
<p>1. I realize I should take at least \$50 for expenses during the first 2 weeks of FT. <u>JDC</u></p> <p>2. I will be paid approximately \$20 per day upon completion of FT (subject to change) for each day of training, minus any advance, taxes (FITW and SITW), and SGLI if elected. NOTE: Pay rules/amounts are mandated by Congress and documented in the DoD pay manual. <u>JDC</u></p> <p>3. I understand I will continue to receive subsistence while attending FT. I understand I will not be simultaneously paid stipend and training. Upon completion of FT, I will receive FT pay minus subsistence, any advance, taxes (FITW and SITW), and SGLI if elected. <u>JDC</u></p> <p>4. I will clarify questions regarding pay with detachment cadre before I depart for FT. <u>JDC</u></p>	
<b>E. GENERAL:</b>	
<p>4. I must notify my detachment of any family, financial, or work related problems, which may prevent my active participation at FT. <u>JDC</u></p>	
<p>TYNDALL 2 (FTU AND SESSION)</p>	<p>123 (AFROTC DETACHMENT NO.)</p>
<p>JOE D. COLUNGA CADET (Typed/Print Name)</p>	<p><u>Joe D Colunga 29 APR 2004</u> (CADET SIGNATURE AND DATE)</p>
<p>JOHN P. NEWBILL, Capt, USAF OFFICER BRIEFER (Type/Print Name and Rank)</p>	<p><u>John P. Newbill 29 Apr 2004</u> (OFFICER BRIEFER SIGNATURE AND DATE)</p>
<p>STEVEN T. LIDDY, Lt Col, USAF DET CC (Type/Print Name and Rank)</p>	<p><u>Steven T Liddy 29 APR 2004</u> (DETACHMENT COMMANDER SIGNATURE AND DATE)</p>

## Attachment 3

## AFROTC IMT 2, FIELD TRAINING UNIFORM AND EQUIPMENT CHECKLIST

FIELD TRAINING UNIFORM AND EQUIPMENT CHECKLIST		
Annotate the inspected column with the total number inspected. Any deficiencies should be noted and corrected prior to cadet departing school for the summer. Cadets should use this checklist to pack for FT to ensure individual preparedness.		
123 DETACHMENT	JOE D. COLUNGA CADET (Typed/Print Name)	0012345 EMPLID
<b>ITEM DESCRIPTION</b>	<b>RQMT</b>	<b># INSPECTED</b>
<b>BLUES</b>		
Shoes, Dress, Low Quarter (male) / Oxford (female), black leather	1	1
Socks, Cotton, black (* 2 pair issued, 2 pair personal expense)	4*	4
Trousers (male) / Slacks (female), Polywool	2	2
Belt, blue, w/chrome-like finish on clip (must match buckle)	1	1
Buckle, Belt, w/chrome-like finish (must match clip)	1	1
Shirt (male) / Blouse (female, tuck-in only), Short Sleeve w/Epaulets	3	3
T-shirt, white, v-neck (* 8 personal expense)	8*	8
Name Tag, Plastic, ultramarine blue	2	2
Rank, Cadet, Third Class set (soft)	2	2
Cap, Flight, w/silver and blue diamond pattern edge braid	1	1
Jacket, blue, lightweight w/liner (Ellsworth only)	1	1
<b>BDUs</b>		
Boots, Combat, black leather (issue early to break in; no jungle or hi-tech boots)	1	1
Socks, Wool, black (* 2 pair issued, 2 pair personal expense)	4*	4
Trousers, Camouflage, Woodland, Hot Weather	2	2
Belt, blue, w/black clip	1	1
Buckle, Belt, black	1	1
Undershirt, Brown (crew-neck) (* 3 issued, 3 personal expense)	6*	6
Shirt, Camouflage, Woodland, Hot Weather, with name and USAF tapes	2	2
Rank, Cadet, Third Class set (metal)	2	2
Cap, BDU	1	1
<b>PTUs</b>		
PT Uniform Shirts, Gray AFROTC-issue	4	4
PT Uniform Shorts, Gray AFROTC-issue	4	4
PT Sweatshirt (Ellsworth only)	2	2
PT Sweatpants (Ellsworth only)	2	2
Socks, plain white, athletic, crew length (* 8 personal expense)	8*	8
Shoes, athletic, running (lace-up) (*1 personal expense)	1*	1
Towel, white (small PT towel, approximately 24" x 14") (* 3 personal expense)	3*	3



<u>OTHER ITEMS (all items at personal expense)</u>	<u>RQMT</u>	<u># INSPECTED</u>
<b><u>Clothing Items</u></b>		
Underwear (males) / undergarments (females, including bras)	8	<u>8</u>
Sports Bra (females)	2	<u>2</u>
Shoe shine kit (equipment and supplies)	1	<u>1</u>
Clothes hangars (wire or plastic)	12	<u>12</u>
<b><u>Bathing and Hygiene Items</u></b>		
Razor with blades or electric razor (males)	8	<u>8</u>
Shaving cream (unless bringing electric razor) (males)	1	<u>1</u>
Toothbrush	1	<u>1</u>
Toothpaste	1	<u>1</u>
Shampoo	1	<u>1</u>
Comb / Brush	1	<u>1</u>
Shower clogs (flip-flops) or slippers	1	<u>1</u>
Soap (bar with soap box, or liquid soap)	1	<u>1</u>
Towel, white, bath (approximately 54" x 32")	3	<u>3</u>
Washcloth, white (approximately 12" square)	3	<u>3</u>
Storage bags, zip-lock	4	<u>4</u>
Hygiene items, other as necessary (i.e., feminine hygiene products, bandages to cover exposed tattoos in PTUs, etc.)		
<b><u>Safety and Sanitary Items</u></b>		
Hand sanitizer, liquid	1	<u>1</u>
Insect repellant	1	<u>1</u>
Moleskin, roll (for blisters and calluses)	1	<u>1</u>
Lip balm	1	<u>1</u>
Sunscreen	1	<u>1</u>
<b><u>Miscellaneous Items</u></b>		
Batteries, "D" Cell	4	<u>4</u>
Combination lock	1	<u>1</u>
Note cards, 3x5", pack	1	<u>1</u>
Notebook, spiral, blue or black, standard size, college rule	1	<u>1</u>
Pens, black or blue ink	2	<u>2</u>
Pencils, #2	2	<u>2</u>
Picture ID	1	<u>1</u>
AFROTCMAN 36-203, Field Training Manual (issued by detachment)	1	<u>1</u>

**FT Inventory:** Following initial FT inventory, FTOs will provide a list of cadets' names, their detachments, and the missing items to the FTU/COC to be forwarded to HQ AFROTC/DOS. This list will be provided to HQ AFROTC/DO for use in identifying patterns in preparedness.

-- **Issue Items:** Cadets arriving at FT without required issue items will be identified through initial FT inventory. Commutation detachments will be charged for items provided by the FTU. If the detachment signs this checklist as having inspected the item and the cadet fails to bring it, it could affect the cadet's FTPR rating.

-- **Personal Expense Items:** Cadets arriving at FT without required items will be responsible for immediate purchase of the required item. FTU will not provide these items.

**NOTE:** Detachment Commanders must ensure all uniform items are serviceable and fit appropriately (altered as necessary) before cadets depart for FT.

COMMENTS: All uniform items were validated on this date;  
Cadet Colunga is good to go for Tynndall 2.80

**NOTE:** Any cadets not returning to the detachment following FT will settle uniform account issues with respective detachment prior to attending FT.

28 APR 2004  
 Inspection Date

Joe D Colunga  
 Cadet Signature

[Signature]  
 Uniform Custodian Signature

[Signature]  
 DETACHMENT COMMANDER SIGNATURE  
 (OR DESIGNATED CADRE MEMBER)